Program and Project Files

Grant recipients are required to keep records and documents pertinent to each grant agreement available for review by BWSR. This document focuses on records content specific to BWSR grants. BWSR may ask for this documentation via an email, over the phone, or during a grant verification site visit, but others—a governing body, an external auditor, or the state auditor--may ask for such documentation too. They are the types of documents that grant recipients should be keeping in their program and project files at all times.

Program Files

The particulars of grant program file organization are a local decision; however, the primary content of the program file should include or reference the following:

- Executed grant agreement, approved work plan if applicable, and any amendments to either;
- Communications with BWSR relative to the grant and any grant amendments;
- Local program policies, such as locally established rates for in-kind services, rates for incentive payments, or criteria for project selection;
- Records such as minutes or resolutions of any local decisions regarding actions, approvals, delegation of approval authorities, etc. within the grant;
- Contracts with land occupiers for implementing conservation practices and amendments to these contracts;
- Cancelled contracts, including documentation of the reason for cancelation;
- Documentation of any other type of project assurances, such as easements or recording of practices;
- Assignment agreements or subcontracts;
- Procedures or criteria for selecting contractors;
- For programs with a training component, documentation of the course name, description, facilitator or teacher, date, and location;
- Reports or studies completed using grant funds;
- Reporting information required in the Reporting section of the manual), including documentation of website compliance;
- Conflict of interest forms;
- Any other documentation that provides clarification of how the grant was implemented.

Project Files

Project files are a critical piece of the overall program file that documents the actual practices installed. The actual organization of the project file will vary locally; however, the content should include as applicable:

- Notes and information from the technical assessment and cost estimate determination;
- Map or aerial photograph showing the location of the project;
- Construction design standards and specifications;
- Construction monitoring diary, survey notes, or other notes during construction;
- Certification of practice completion and associated "as built" information;
- Project bills, invoices, or receipts and a voucher requesting payment, if applicable to the grant program;
- Copies or records of correspondence and contacts with the land occupier;

- If the project is to repair damage to previously installed conservation practices; the file should document that the original project was installed using approved standards and specifications, and the damage or failure was caused by reasons beyond the control of the land occupier and not due to improper maintenance or removal of the practice within the effective life;
- Operation and maintenance plan in accordance with the effective life of the practice and documentation the plans were provided to the land occupier (see the Implementing Practices/Operation & Maintenance section of the manual);
- Project/practice inspection records (see the Implementing Practices/Operation & Maintenance section of the manual);
- Necessary permits or permit approvals;
- Documentation of technical quality assurance for the project; and
- Any other pertinent project- or program-specific information.

Note: for Erosion Control and Water Management (State Cost Share) projects, the file must also contain documentation of the existing problem, whether or not the problem meets the high priority definition, and whether the solution meets Erosion Control and Water Management program criteria.